



Keller Housing
Initiatives, Inc.

Board of Directors

PATRICIA WELLS
ROY SCHWEYER
CARLA DARTIS
ANNE GRIFFITH
GREGORY HARTWIG
DON FALK
JANET HOWLEY
GARY FLAXMAN

Executive Director

Patricia Wells

In accordance with Article IV Section 4.10 and 4.11, of the Keller Housing Initiatives Inc., bylaws, NOTICE IS HEREBY GIVEN that the **Regular Meeting (Affiliate Meeting)** of the Keller Housing Initiatives has been called. The meeting will be held as follows:

KELLER HOUSING INITIATIVES, INC.

Regular Meeting (Affiliate Meeting)

Tuesday, March 18, 2025 at 5:30 PM
1619 Harrison Street
Oakland, CA 94612



AGENDA
Regular Meeting (Affiliate Meeting)
March 18, 2025, 5:30 PM

Zoom Information

To participate via teleconference, please use the zoom link below.

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/88453430510?pwd=JdqS5omt7SLj7kp5uHCu1QyHgtY25F.1>

Meeting ID (access code): 884 5343 0510 Meeting Password: 2025
Closed Caption – provided through the link.

To participate by Telephone: +1 669 219 2599

Meeting ID (access code): 884 5343 0510 Meeting Password: 2025

1. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are three (3) Directors in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Director who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Directors for the emergency circumstance to be used as a justification to participate remotely. All Directors meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Director must a/so publicly disclose at the meeting prior to any action whether any individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

2. Approval of the Minutes

2.1 24-1760 Approval of the Minutes of the December 11, 2024 Regular Meeting.

Attachment(s)

[Draft Minutes For December 11 2025 KHI Meeting](#)

3. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.

4. Recognition of people wishing to address the Board

If you need special assistance to participate in the meeting please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Board of Directors to make reasonable arrangements to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by "raising your hand" or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number. You may request to make a public comment by "raising your

hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.

To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to "Raise Your Hand" is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In- Webinar.

To comment by phone, please call on one of the phone numbers listed below. You will be prompted to "Raise Your Hand" by pressing "*9" to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by phone.

5. Old or Unfinished Business

6. New Business

- 6.1 24-1744 Adopt a resolution authorizing the Executive Director to execute a two-year contract, with three one-year option terms, commencing on the date of contract execution, with The John Stewart Management Company for professional property management services utilizing competitive procurement process under RFF 04-020 for Keller Plaza Apartment for an amount not-to-exceed \$380,348.28 for initial term of the contract and \$201,160.80, \$208,396.80 and \$215,874.00 for each option term respectively, for a total amount of \$1,005,780 if the contract is in place for initial term of two years and three one year option terms.

Attachment(s)

[Staff Report - Property Mangement Contract JSCO](#)
[Property Management Contract with JSCO Resolution](#)

7. Reports

- 7.1 24-1716 Keller Plaza Apartments property management report.

Attachment(s)

[Staff Report - Keller Plaza Apartments Q4 2024 Property Management Report](#)
[Keller Plaza Apartments Q4 2024 Property Management Report](#)
[Keller Plaza Apartments Q4 2024 Services Report](#)
[Keller Plaza Apartments December 2024 Financials](#)

- 7.2 24-1717 Keller Plaza Apartments 2024 Fourth Quarter financial report.

Attachment(s)

[Staff Report - Keller Plaza Apartments 4th Quarter Financial Report](#)

8. Announcements

8.1 24-1737 Board Meeting Calendar for 2025.

Attachment(s)

[Board Meeting Calendar 2025](#)

9. Adjournment